



DEPARTMENT OF THE ARMY
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705-1420

ACDP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USANATO Policy Letter 8, Sponsorship and Inprocessing

1. References:

- a. AR 600-8-8, The Total Army Sponsorship Program, 21 October 2004.
- b. AE Regulation 600-8-8, Military and Civilian Sponsorship, 9 August 2005.
- c. Sponsorship Gateway to Europe at <http://www.1perscom.army.mil/S-Gate/S-Gate%20Web%20Page/Default.htm>.

2. General. Newly assigned personnel and their families develop their first impressions of the unit and installation based on how well they are received. We therefore must ensure that only the best personnel are involved in sponsorship and inprocessing.

- a. Sponsorship is a commander's program that helps Soldiers, civilian employees, and family members during reassignments. It improves unit cohesion, retention, morale, and readiness by decreasing distractions that hamper personal performance and mission accomplishment. A properly managed sponsorship program will assist Soldiers and families during inprocessing. A successful program depends on the involvement of leaders and the commitment of highly motivated and well-trained sponsors.

- b. Our inprocessing program helps newly assigned Soldiers, civilian employees, and family members complete inprocessing requirements in a timely manner. The intent is to ensure that all new arrivals meet administrative requirements, complete fundamental training requirements, receive a briefing on Soldier and family support programs, and are introduced to host-nation culture and language. The program is designed to minimize the time Soldiers spend away from their units.

- c. USANATO battalions are required to establish inprocessing programs with spouses in mind. Spouses are encouraged to attend inprocessing with their Soldiers. This may include allowing the children of inprocessing Soldiers to attend a child-development center.

3. Sponsorship. Sponsorship is more than just sharing information. Good sponsors reach out to new arrivals to ensure they feel welcome and understand that they are important to their new organization.

- a. Commanders and civilian supervisors will ensure every new arrival (military and civilian) is assigned a sponsor. Commanders must ensure that sponsors receive adequate training and materials before being assigned sponsorship duties. Use of the web-based Sponsorship Gateway to Europe (S-Gate) (para 1c) is mandatory for Soldier sponsorship in Europe. Battalion-level sponsorship program managers will use the S-Gate management tool.

This letter is available at <http://www.usanato.army.mil>.

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b. In cases where the first notification of a new arrival is when a Soldier arrives in the community, a “reactionary sponsor” must be appointed. Commanders will ensure there is a pool of well-trained, motivated reactionary sponsors and that they are given the time and resources they need to carry out their sponsorship duties from start to finish.

c. Well-managed sponsorship programs create a positive command climate. Newly arrived personnel benefit by learning how to avoid and prevent problems before they or their families experience hardship; leaders benefit by gaining personnel who feel welcome and who can contribute to the organization from the time they arrive. Effective sponsorship is the first step to ensuring that Soldiers, civilian employees, and their families are properly integrated into a mission-focused climate with caring leaders.

4. Inprocessing. How Soldiers are received and processed when they first arrive will affect how they feel about their new assignment to USANATO.

a. Commanders of gaining units are responsible for Soldiers on arrival.

b. After initial processing on arrival in theater, Soldiers must report directly to their gaining community central processing facility (CPF). Soldiers who arrive after duty hours must report to the CPF the next duty day. Soldiers will be given enough time to inprocess before assuming duties.

c. Soldiers will not be available to their units of assignment for training exercises, deployments, physical training, or other work-related duties while inprocessing. Only the first general officer in the chain of command may approve requests to delay the inprocessing start-date, remove enrolled Soldiers from the inprocessing program, or waive mandatory inprocessing events or training. When family members arrive after Soldiers, the Soldier will visit the CPF for supplemental inprocessing with the family members within 5 days after their arrival.

5. Summary. Effective sponsorship and a positive inprocessing experience are key to welcoming personnel to USANATO. Commanders must support sponsorship and inprocessing programs and ensure that personnel are properly sponsored and inprocessed.



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General, USA
Commanding

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